

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 FORM

Introduction:

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2018-10 dated November 8,2018 , the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

- Download the worksheet file APP-CSE 2021 FORM at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)
- Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
- The agency should indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month.
- Agency must not delete any item in the template; neither should revise the template.
- An APP-CSE is considered incorrect or invalid if
  - form used is other than the prescribed format which can be downloaded only at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph) and;
  - correct format is used but fields were deleted and/or inserted in PART I of the template
- Fill out the CSE requirements that are available for purchase in the PS under the PART I. For other Items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase. To add or insert items are only applicable in PART II.
- Once accomplished and finalized, the APP-CSE 2021 form should be:
  - Saved using this format: APP2021\_Name of Agency\_Main or Regional Office (e.g. APP2021\_DBM\_Central Office, APP2021\_DBM\_Region IVA).
  - Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
- The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
- An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
- For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.8-290-6300; 8290-6400 Local 8006-8010

Note: Consistent with Memorandum Circular No. 2020 -1 dated 02 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: Department of Agriculture RFO-IX	Agency Account Code: _____	Contact Person: Odilio Ceasar M. Gutierrez
Region: Region 9	Organization Type: National Government Agency	Position: CMT-II
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year		
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT					
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																										
<b>PESTICIDES OR PEST REPELLENTS</b>																										
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	0	0	62	62	8,640.32	0	36	0	36	5,016.96	0	0	0	0	0.00	0	0	0	0	0.00	98.00	139.36	13657.28
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																										
2	53131626-HS-S01	HAND SANITIZER, 500 ml	bottle	79	0	20	99	14,991.57	0	24	0	24	3,634.32	0	0	0	0	0.00	0	0	0	0	0.00	123.00	151.43	18625.89
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																										
3	12191601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	946	0	500	1446	63,016.68	10	100	0	110	4,793.80	10	0	0	10	435.80	20	0	0	20	871.60	1,586.00	43.58	69117.88
4	12191601-AL-E02	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	40	0	5	45	20,592.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	45.00	457.60	20592.00
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle	96	0	0	96	4,183.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	96.00	43.58	4183.68
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon				0	0.00				0	0.00				0	0.00				0	0.00	0.00	455.00	0.00
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon				0	0.00				0	0.00				0	0.00				0	0.00	0.00	207.75	0.00
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																										
8	12171703-SI-P01	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	11	0	43	54	1,702.08	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	54.00	31.52	1702.08
<b>FILMS</b>																										
9	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	847.82	0.00
10	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	221.00	0.00
11	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	0	0	5	5	1,042.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	208.52	1042.60
<b>PAPER MATERIALS AND PRODUCTS</b>																										
12	14111525-CA-A01	CARTOLINA, assorted colors	pack	0	0	110	110	9,209.20	0	6	0	6	502.32	0	0	0	0	0.00	0	0	0	0	0.00	116.00	83.72	9711.52
13	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	882.55	0.00
14	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1029.60	0.00
15	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1528.80	0.00
16	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	906.36	0.00
17	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	884.00	0.00
18	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1508.00	0.00
19	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	794.96	0.00











248	44103103-HP-C27	TONER CART, HP CE411A, (HP305), Cyan	cart					0	0.00					0	0.00					0	0.00	0.00	6011.20	0.00
249	44103103-HP-Y27	TONER CART, HP CE412A, (HP305), Yellow	cart					0	0.00					0	0.00					0	0.00	0.00	6011.20	0.00
250	44103103-HP-M27	TONER CART, HP CE413A, (HP305), Magenta	cart					0	0.00					0	0.00					0	0.00	0.00	6011.20	0.00
251	44103103-HP-B28	TONER CART, HP CE505A, Black	cart					0	0.00					0	0.00					0	0.00	0.00	4466.80	0.00
252	44103103-HX-B28	TONER CART, HP CE505X, Black, high cap	cart					0	0.00					0	0.00					0	0.00	0.00	7332.00	0.00
253	44103103-HP-B52	Toner Cartridge, HP CF217A (HP17A) Black LaserJet	cart					0	0.00					0	0.00					0	0.00	0.00	3044.01	0.00
254	44103103-HP-B53	Toner Cartridge, HP CF226A (HP26A) Black LaserJet	cart					0	0.00					0	0.00					0	0.00	0.00	5787.60	0.00
255	44103103-HP-B55	Toner Cartridge, HP CF280A, LaserJet Pro M401/M425	cart					0	0.00					0	0.00					0	0.00	0.00	5200.00	0.00
256	44103103-HP-B51	HP Toner CF280XC	cart					0	0.00					0	0.00					0	0.00	0.00	7112.56	0.00
257	44103103-HP-B56	Toner Cartridge, HP CF281A (HP81A) Black LaserJet	cart					0	0.00					0	0.00					0	0.00	0.00	8606.00	0.00
258	44103103-HP-B57	Toner Cartridge, HP CF283A (HP83A) LaserJet Black	cart					0	0.00					0	0.00					0	0.00	0.00	3241.70	0.00
259	44103103-HX-B51	Toner Cartridge, HP CF283XC (HP83X) Blk Contract L	cart					0	0.00					0	0.00					0	0.00	0.00	4056.00	0.00
260	44103103-HP-B58	Toner Cartridge, HP CF287A (HP87) black	cart					0	0.00					0	0.00					0	0.00	0.00	10051.00	0.00
261	44103103-HX-B52	Toner Cartridge, HP CF325XC (HP25X) Black LaserJet	cart					0	0.00					0	0.00					0	0.00	0.00	13156.00	0.00
262	44103103-HP-B60	Toner Cartridge, HP CF350A Black LJ	cart					0	0.00					0	0.00					0	0.00	0.00	2901.60	0.00
263	44103103-HP-C60	Toner Cartridge, HP CF351A Cyan LJ	cart					0	0.00					0	0.00					0	0.00	0.00	2953.60	0.00
264	44103103-HP-Y60	Toner Cartridge, HP CF352A Yellow LJ	cart					0	0.00					0	0.00					0	0.00	0.00	2953.60	0.00
265	44103103-HP-M60	Toner Cartridge, HP CF353A Magenta LJ	cart					0	0.00					0	0.00					0	0.00	0.00	2953.60	0.00
266	44103103-HP-B61	Toner Cartridge, HP CF360A (HP508A) Black LaserJet	cart					0	0.00					0	0.00					0	0.00	0.00	7056.40	0.00
267	44103103-HP-C61	Toner Cartridge, HP CF361A (HP508A) Cyan LaserJet	cart					0	0.00					0	0.00					0	0.00	0.00	8846.24	0.00
268	44103103-HP-Y61	Toner Cartridge, HP CF362A (HP508A) Yellow LaserJe	cart					0	0.00					0	0.00					0	0.00	0.00	8846.24	0.00
269	44103103-HP-M61	Toner Cartridge, HP CF363A (HP508A) Magenta LaserJ	cart					0	0.00					0	0.00					0	0.00	0.00	8846.24	0.00
270	44103103-HP-B62	Toner Cartridge, HP CF400A (HP201A) Black LaserJet	cart					0	0.00					0	0.00					0	0.00	0.00	3429.78	0.00
271	44103103-HP-C62	Toner Cartridge, HP CF401A (HP201A) Cyan LaserJet	cart					0	0.00					0	0.00					0	0.00	0.00	4043.83	0.00
272	44103103-HP-Y62	Toner Cartridge, HP CF402A (HP201A) Yellow LaserJe	cart					0	0.00					0	0.00					0	0.00	0.00	4043.83	0.00
273	44103103-HP-M62	Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ	cart					0	0.00					0	0.00					0	0.00	0.00	4043.83	0.00
274	44103103-HP-B63	Toner Cartridge, HP CF410A (HP410A) black	cart					0	0.00					0	0.00					0	0.00	0.00	4440.80	0.00
275	44103103-HX-B54	Toner Cartridge, HP CF410XC (HP410XC) black	cart					0	0.00					0	0.00					0	0.00	0.00	7441.20	0.00
276	44103103-HP-C63	Toner Cartridge, HP CF411A (HP410A) cyan	cart					0	0.00					0	0.00					0	0.00	0.00	5616.00	0.00
277	44103103-HX-C54	Toner Cartridge, HP CF411XC (HP410XC) cyan	cart					0	0.00					0	0.00					0	0.00	0.00	7472.40	0.00
278	44103103-HP-Y63	Toner Cartridge, HP CF412A (HP410A) yellow	cart					0	0.00					0	0.00					0	0.00	0.00	5616.00	0.00
279	44103103-HX-Y54	Toner Cartridge, HP CF412XC (HP410XC) yellow	cart					0	0.00					0	0.00					0	0.00	0.00	7472.40	0.00
280	44103103-HP-M63	Toner Cartridge, HP CF413A (HP410A) magenta	cart					0	0.00					0	0.00					0	0.00	0.00	5616.00	0.00
281	44103103-HX-M54	Toner Cartridge, HP CF413XC (HP410XC) magenta	cart					0	0.00					0	0.00					0	0.00	0.00	7472.40	0.00
282	44103103-HP-B34	TONER CART, HP Q2612A, Black	cart					0	0.00					0	0.00					0	0.00	0.00	3900.00	0.00
283	44103103-HP-B48	TONER CART, HP Q7553A, Black	cart					0	0.00					0	0.00					0	0.00	0.00	4399.20	0.00
284	44103103-SA-B06	TONER CART, SAMSUNG MLT-D101S, Black	cart					0	0.00					0	0.00					0	0.00	0.00	3406.00	0.00
285	44103103-SA-B07	TONER CART, SAMSUNG MLT-D103S, Black	cart					0	0.00					0	0.00					0	0.00	0.00	2350.40	0.00
286	44103103-SA-B08	TONER CART, SAMSUNG MLT-D104S, Black	cart					0	0.00					0	0.00					0	0.00	0.00	2454.40	0.00
287	44103103-SA-B09	TONER CART, SAMSUNG MLT-D105L, Black	cart					0	0.00					0	0.00					0	0.00	0.00	3380.00	0.00
288	44103103-SA-B14	TONER CART, SAMSUNG MLT-D108S, Black	cart					0	0.00					0	0.00					0	0.00	0.00	2875.58	0.00
289	44103103-SA-B21	TONER CART, SAMSUNG MLT-D203E, Black	cart					0	0.00					0	0.00					0	0.00	0.00	7259.20	0.00
290	44103103-SA-B18	TONER CART, SAMSUNG MLT-D203L, Black	cart					0	0.00					0	0.00					0	0.00	0.00	3458.00	0.00
291	44103103-SA-B20	TONER CART, SAMSUNG MLT-D203U, black	cart					0	0.00					0	0.00					0	0.00	0.00	6442.80	0.00
292	44103103-SA-B12	TONER CART, SAMSUNG MLT-D205E, Black	cart					0	0.00					0	0.00					0	0.00	0.00	7321.14	0.00
293	44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	cart					0	0.00					0	0.00					0	0.00	0.00	3962.24	0.00
294	44103103-SA-B10	TONER CART, SAMSUNG SCX-D6555A, Black	cart					0	0.00					0	0.00					0	0.00	0.00	4066.40	0.00
295	44103103-BR-B15	TONER CART, BROTHER TN-3478 Black	cart					0	0.00					0	0.00					0	0.00	0.00	6370.00	0.00

296	44103103-CA-B00	TONER CART, CANON CRG 324 II	cart					0	0.00					0	0.00					0	0.00				0.00	13399.36		0.00	
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																													
297	45121517-DO-C02	DOCUMENT CAMERA	unit					0	0.00					0	0.00					0	0.00				0.00	23623.60		0.00	
298	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens	unit					0	0.00					0	0.00					0	0.00				0.00	17472.00		0.00	
<b>FLAG OR ACCESSORIES</b>																													
299	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	0	0	17	17	4,842.28	12	4	0	16	4,557.44	0	0	0	0	0	0	0	0	0	0	0	0.00	33.00	284.84		9399.72
<b>PRINTED PUBLICATIONS</b>																													
300	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book	2	0	0	2	74.42	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	2.00	37.21		74.42
<b>FIRE FIGHTING EQUIPMENT</b>																													
301	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	0	0	10	10	11,440.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	10.00	1144.00		11440.00
302	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit					0	0.00				0	0.00						0	0.00				0.00	5613.25		0.00	
<b>CONSUMER ELECTRONICS</b>																													
303	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit					0	0.00				0	0.00						0	0.00				0.00	6415.64		0.00	
<b>FURNITURE AND FURNISHINGS</b>																													
304	56101504-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece					0	0.00				0	0.00						0	0.00				0.00	303.68		0.00	
305	56101504-CM-W01	CHAIR, monobloc, white, with backrest, w/o armrest	piece	0	0	0	0	0.00	0	36	0	36	10,857.60	0	0	0	0	0	0	0	0.00	0	0	0	0.00	36.00	301.60		10857.60
306	56101519-TM-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit					0	0.00				0	0.00						0	0.00				0.00	1336.40		0.00	
307	56101519-TM-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit					0	0.00				0	0.00						0	0.00				0.00	1315.60		0.00	
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																													
308	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	0	0	12	12	477.36	0	36	0	36	1,432.08	0	0	0	0	0	0	0	0.00	0	0	0	0.00	48.00	39.78		1909.44
309	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	0	0	6	6	254.28	0	30	0	30	1,271.40	0	0	0	0	0	0	0	0.00	0	0	0	0.00	36.00	42.38		1525.68
310	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	106	2	22	130	574.60	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0.00	130.00	4.42		574.60
311	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	280	200	234	714	24,711.54	0	48	0	48	1,661.28	24	0	0	24	830.64	0	0	0	0	0	0	0.00	786.00	34.61		27203.46
312	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	148	200	61	409	14,155.49	0	48	0	48	1,661.28	0	0	0	0	0.00	0	0	0	0	0	0	0.00	457.00	34.61		15816.77
313	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	34	0	12	46	1,592.06	0	36	0	36	1,245.96	0	0	0	0	0.00	0	0	0	0	0	0	0.00	82.00	34.61		2838.02
314	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	0	0	0	0	0.00	0	36	0	36	5,574.24	0	0	0	0	0.00	0	0	0	0	0	0	0.00	36.00	154.84		5574.24
<b>SOFTWARE</b>																													
1	43231513-SFT-001	Business function specific software	license					0	0.00				0	0.00						0	0.00				0.00	0.00		0.00	
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license					0	0.00				0	0.00						0	0.00				0.00	0.00		0.00	
3	43232004-SFT-003	Computer game or entertainment software	license					0	0.00				0	0.00						0	0.00				0.00	0.00		0.00	
4	43232107-SFT-004	Content authoring and editing software	license					0	0.00				0	0.00						0	0.00				0.00	0.00		0.00	
5	43232202-SFT-005	Content management software	license					0	0.00				0	0.00						0	0.00				0.00	0.00		0.00	
6	43232304-SFT-006	Data management and query software	license					0	0.00				0	0.00						0	0.00				0.00	0.00		0.00	
7	43232402-SFT-007	Development software	license					0	0.00				0	0.00						0	0.00				0.00	0.00		0.00	
8	43232505-SFT-008	Educational or reference software	license					0	0.00				0	0.00						0	0.00				0.00	0.00		0.00	
9	43232603-SFT-009	Industry specific software	license					0	0.00				0	0.00						0	0.00				0.00	0.00		0.00	
10	43232701-SFT-010	Network applications software	license					0	0.00				0	0.00						0	0.00				0.00	0.00		0.00	
11	43232802-SFT-011	Network management software	license					0	0.00				0	0.00						0	0.00				0.00	0.00		0.00	
12	43232905-SFT-012	Networking software	license					0	0.00				0	0.00						0	0.00				0.00	0.00		0.00	
13	43233004-SFT-013	Operating environment software	license					0	0.00				0	0.00						0	0.00				0.00	0.00		0.00	
14	43233205-SFT-014	Security and protection software	license					0	0.00				0	0.00						0	0.00				0.00	0.00		0.00	
15	43233405-SFT-015	Utility and device driver software	license					0	0.00				0	0.00						0	0.00				0.00	0.00		0.00	
16	43233501-SFT-016	Information exchange software	license					0	0.00				0	0.00						0	0.00				0.00	0.00		0.00	
<b>PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																													
<b>Common Electrical Supplies</b>																													
1	40101701-AC-W01	Air Conditioning Unit, Window Inverter Type						0	0.00				0	0.00						0	0.00				0.00	0.00		0.00	
2	40101701-AC-S01	Air Conditioning Unit, Split Type						0	0.00				0	0.00						0	0.00				0.00	0.00		0.00	



3							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
4							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
5							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
6							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
7							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
8							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
9							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
10							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
11							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
12							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
13							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
14							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
15							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00

**Common Office Equipment**

1	44111905-WB-N01	White Board					0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
2	44111911-WB-D01	White Board, Digital					0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
3							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
4							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
5							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
6							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
7							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
8							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
9							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
10							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
11							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
12							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
13							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
14							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00
15							0	0.00				0	0.00							0	0.00	0.00	0.00	0.00

**Common Office Supplies**

1	EPSON INK 003 magenta	Btl	103	33	40	176	61,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	176.00	350.00	61600.00
2	EPSON INK 003 cyan	Btl	103	33	40	176	61,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	176.00	350.00	61600.00
3	EPSON INK 003 black	Btl	185	33	45	263	92,050.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	263.00	350.00	92050.00
4	INK CART, BROTHER MFC J200, LC535XL-C, CYAN	cart	0	0	10	10	4,480.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	448.00	4480.00
5	INK CART, BROTHER MFC J200, LC535XL-C, MAGENTA	cart	0	0	10	10	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	600.00	6000.00
6	INK CART, BROTHER MFC J200, LC535XL-C, YELLOW	cart	0	0	10	10	4,480.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	448.00	4480.00
7	INK CART, BROTHER MFC J200, LC535XL-C, BLACK	cart	0	0	10	10	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	600.00	6000.00
8	TONER CARTRIDGE, for photocopier gestetner MP2014H (exclusive philippine duplicators inc)	cart	0	0	10	10	34,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	3400.00	34000.00
9	EPSON INK 003 yellow	Btl	103	33	40	176	61,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	176.00	350.00	61600.00
10	STICKY NOTE	Pack	65	15	30	110	16,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	110.00	150.00	16500.00
11	STICKER PAPER	Pack	50	2	40	92	23,000.00	20	0	0	20	5,000.00	20	0	0	20	5,000.00	10	0	0	10	2,500.00	142.00	250.00	35500.00
12	RULER STEEL	pc	34	0	15	49	5,880.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	49.00	120.00	5880.00
13	MANILA PAPER	pc	100	0	100	200	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	200.00	10.00	2000.00
14	BINDER	pc	250	0	0	250	62,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	250.00	250.00	62500.00
15	TONER CARTRIDGE, FUJI XEROX (Docu Center S2011/S2320/S2520)	cart	16	0	0	16	56,000.00	12	0	0	12	42,000.00	0	0	0	0	0.00	0	0	0	0	0.00	28.00	3500.00	98000.00
16	TONER CARTRIDGE, BROTHER DCP-T310	cart	0	0	0	0	0.00	20	0	0	20	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	400.00	8000.00
17	Scientific calculator	pc	3	0	0	3	3,900.00	6	0	0	6	7,800.00	0	0	0	0	0.00	0	0	0	0	0.00	9.00	1300.00	11700.00

18	Power bank	pc	0	0	0	0	0.00	6	0	0	6	12,000.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	2000.00	12000.00
19	Padding glue	pc	0	0	0	0	0.00	3	0	0	3	750.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	250.00	750.00
20	Barcode Sticker paper	pc	0	0	0	0	0.00	10	0	0	10	3,220.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	322.00	3220.00
21	Sign pen, 0.4 point	pc	80	0	62	142	142,000.00	96	0	0	96	96,000.00	0	0	0	0	0.00	0	0	0	0	0.00	238.00	1000.00	23800.00
22	Mouse pad	pc	67	0	0	67	16,750.00	20	0	0	20	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	87.00	250.00	21750.00
23	USB hub	pc	0	0	0	0	0.00	6	0	0	6	2,702.28	0	0	0	0	0.00	0	0	0	0	0.00	6.00	450.38	2702.28
24	Kyocera - toner kit TK-4109	cart	6	0	0	6	46,800.00	1	0	0	1	7,800.00	1	0	0	1	7,800.00	0	0	0	0	0.00	8.00	7800.00	62400.00
25	HP ink GT52 Cyan	cart	10	0	5	15	5,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15.00	350.00	5250.00
26	HP ink GT52 Yellow	cart	14	0	5	19	9,500.00	4	0	0	4	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	23.00	500.00	11500.00
27	HP ink GT52 Magenta	cart	14	0	5	19	9,500.00	4	0	0	4	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	23.00	500.00	11500.00
28	HP ink GT51 Black	cart	19	0	5	24	12,000.00	4	0	0	4	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	28.00	500.00	14000.00
29	INK REFILL BROTHER BT5000 MAGENTA	cart	8	0	0	8	3,584.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8.00	448.00	3584.00
30	INK REFILL BROTHER BT5000 CYAN	cart	8	0	0	8	3,584.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8.00	448.00	3584.00
31	INK REFILL BROTHER BT5000 YELLOW	cart	8	0	0	8	3,584.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8.00	448.00	3584.00
32	INK REFILL BROTHER BT D60BK BLACK	cart	20	0	0	20	8,960.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	448.00	8960.00
33	Laminating Pouches	box	0	0	44	44	74,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	44.00	1700.00	74800.00
34	Cotton	roll	15	0	10	25	6,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25.00	250.00	6250.00
35	Mosquito Killer	bot	124	0	0	124	24,180.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	124.00	195.00	24180.00
36	Photo paper	pack	34	0	15	49	14,700.00	4	0	0	4	1,200.00	2	0	0	2	600.00	0	0	0	0	0.00	55.00	300.00	16500.00
37	Double adhesive tape	roll	23	0	36	59	11,800.00	6	0	0	6	1,200.00	0	0	0	0	0.00	0	0	0	0	0.00	65.00	200.00	13000.00
38	Double sided tape	roll	128	0	0	128	32,000.00	6	0	0	6	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	134.00	250.00	33500.00
39	Highlighter	pc	91	0	68	159	8,745.00	20	0	0	20	1,100.00	0	0	0	0	0.00	0	0	0	0	0.00	179.00	55.00	9845.00
40	Glass Cleaner	bot	40	0	0	40	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40.00	150.00	6000.00
41	Ballpen	pc	392	0	633	1025	615,000.00	258	0	0	258	154,800.00	0	0	0	0	0.00	0	0	0	0	0.00	1,283.00	600.00	769800.00
42	Steel file Organizer	unit	15	0	15	30	22,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30.00	750.00	22500.00
43	Trash Bin/ Trash Can	unit	10	0	12	22	8,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	22.00	400.00	8800.00
44	Certificate Holder	pc	207	0	20	227	90,800.00	100	0	0	100	40,000.00	100	0	0	100	40,000.00	0	0	0	0	0.00	427.00	400.00	170800.00
45	Toner - Kyocera KM 1500	unit	20	0	0	20	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	200.00	4000.00
46	Computer Keyboard	unit	19	0	0	19	11,400.00	5	0	0	5	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	24.00	600.00	14400.00
47	Extension wire	unit	10	0	0	10	8,500.00	5	0	0	5	4,250.00	0	0	0	0	0.00	0	0	0	0	0.00	15.00	850.00	12750.00
48	Feather Duster	pc	36	0	0	36	4,305.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	36.00	119.60	4305.60
49	PUSH PIN, flat head type, assorted colors, 100s/case	box	23	0	0	23	2,300.00	2	0	0	2	200.00	0	0	0	0	0.00	0	0	0	0	0.00	25.00	100.00	2500.00
50	BATTERY, for Lapel Microphone 9V, ALKALINE BATTERY	pc	20	0	0	20	2,400.00	20	0	0	20	2,400.00	10	0	0	10	1,200.00	0	0	0	0	0.00	50.00	120.00	6000.00
51	BOOK PAPER, 8.5" X 11" (SHORT)	ream	190	0	25	215	81,700.00	10	0	0	10	3,800.00	10	0	0	10	3,800.00	0	0	0	0	0.00	235.00	380.00	89300.00
52	BOOK PAPER, 8.5" X 13" (LONG)	ream	125	0	95	220	85,800.00	10	0	0	10	3,900.00	11	0	0	11	4,290.00	0	0	0	0	0.00	241.00	390.00	93990.00
53	FOLDER, PLAIN, WHITE LONG	pc	1700	0	490	2190	65,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2,190.00	30.00	65700.00
54	LAID PAPER, long size	ream	31	0	0	31	37,200.00	5	0	0	5	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	36.00	1200.00	43200.00
55	Paper, SPECIALITY BOARD	pc	10	0	0	10	500.00	10	0	0	10	500.00	10	0	0	10	500.00	0	0	0	0	0.00	30.00	50.00	1500.00
56	TRASH BAG, plastic, black, size - medium (21 in x 23 in) 10 pcs/pack	pack	30	0	13	43	4,300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	43.00	100.00	4300.00
57	Paper, SPECIALITY BOARD	pc	10	0	0	10	500.00	10	0	0	10	500.00	10	0	0	10	500.00	0	0	0	0	0.00	30.00	50.00	1500.00
58	LAID PAPER, short bondpaper	ream	27	0	0	27	24,300.00	6	0	0	6	5,400.00	0	0	0	0	0.00	0	0	0	0	0.00	33.00	900.00	29700.00
59	Bags for tokens	pc	0	0	30	30	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30.00	200.00	6000.00
60	Ribbon	pc				0	0.00				0	0.00					0.00					0.00	0.00		0.00
61	Picture Frame (glass)	pc	0	0	27	27	6,750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	27.00	250.00	6750.00
62	Macro SD Card for DSLR 64gb	pc				0	0.00				0	0.00					0.00					0.00			0.00
63	Macro SD Card for DSLR 128gb	pc				0	0.00				0	0.00					0.00					0.00			0.00

64	Micro SD Card (scandisk extreme/high quality) - 32gb for video drone	pc	4	0	0	4	2,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	600.00	2400.00
65	Micro SD Card - 64gb	pc	15	0	0	15	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15.00	1000.00	15000.00
66	Folder - slider, transparent	pc	0	0	21	21	420.00	37	0	0	37	740.00	0	0	0	0	0.00	0	0	0	0	0.00	58.00	20.00	1160.00
67	Noise Cancel Head Phones	unit	4	0	0	4	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	2000.00	8000.00
68	Speaker (bass boost)	unit	2	0	0	2	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	5000.00	10000.00
69	Mic condenser set up	unit	3	0	0	3	44,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	14900.00	44700.00
70	Toner Cartridge TN-1000 for BROTHER HL-1210W	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
71	Toner Cartridge HP LaserJet CE285AC	cart	0	0	15	15	67,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15.00	4500.00	67500.00
72	BOOK PAPER, A4	ream	95	0	92	187	71,060.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	187.00	380.00	71060.00
73	Gun tacker	pc	1	0	7	8	20,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8.00	2500.00	20000.00
74	Toner TK-1140 Kyocera	cart	0	0	2	2	14,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	7000.00	14000.00
75	EPSON T6641, Black	Btl	0	0	50	50	19,450.00	20	0	0	20	7,780.00	0	0	0	0	0.00	0	0	0	0	0.00	70.00	389.00	27230.00
76	EPSON T6642, Cyan	Btl	0	0	21	21	8,169.00	10	0	0	10	3,890.00	0	0	0	0	0.00	0	0	0	0	0.00	31.00	389.00	12059.00
77	EPSON T6643, Magenta	Btl	0	0	20	20	7,780.00	20	0	0	20	7,780.00	0	0	0	0	0.00	0	0	0	0	0.00	40.00	389.00	15560.00
78	EPSON T6644, Yellow	Btl	0	0	20	20	7,780.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	389.00	7780.00
79	WIRELESS N USB ADAPTER 150Mbps, one button secure set up, easy management	pc				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
80	CORRECTION PEN	pc				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
81	RUBBER BAND, Big	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
82	FLASH DRIVE, 32gb	pc	2	0	0	2	900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	450.00	900.00
83	SHARPENER	pc				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
84	PEN HOLDER ORGANIZER, high quality metal	pc	20	0	0	20	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	100.00	2000.00
85	PAPER FASTENER, plastic	box	53	0	0	53	5,300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	53.00	100.00	5300.00
86	COMPUTER SPEAKER	pc				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
87	STAPLER WITH REMOVER, high quality	pc	10	0	7	17	6,460.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	17.00	380.00	6460.00
88	ENVELOPE, short, brown	pc				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
89	HAND SANITIZER, 1000ml, antibacterial hypoallergenic	pc	100	0	0	100	47,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100.00	470.00	47000.00
90	TISSUE, 12 pcs per pack	pc				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
91	DOOR MAT, cloth, rectangle	pc	20	0	0	20	1,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	80.00	1600.00
92	Clipboard	pc	0	0	40	40	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40.00	100.00	4000.00
93	White board	pc	1	0	7	8	16,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8.00	2000.00	16000.00
94	Office Table Tray	pc	0	0	2	2	810.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	405.00	810.00
95	Kyocera - toner kit black TK-1175	cart	0	0	0	0	0.00	4	0	0	4	9,972.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	2493.00	9972.00
96	TK-1160 Toner for Kyocera ecosys P2040dn	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
97	Toner Kyocera TK-6113	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
98	Arch File Folder	pc	30	0	0	30	12,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30.00	400.00	12000.00
99	RSBSA Application Form	pc				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
100	Scissor Big	pc				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
101	Paper Cutter	pc				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
102	Glue Stick Small	pc	40	0	0	40	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40.00	15.00	600.00
103	Construction Paper (Colored paper)	pc				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
104	Staple Wire	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
105	TK-1168 for ECOSYS P2040DN	cart	1	0	0	1	6,401.35	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	6401.35	6401.35
106	Flatbed Scanner	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
107	Router Switch	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
108	Printer with Scanner/Photocopier	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
109	Photocopier with Additional Toner + Drum	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

110						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
111						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
112						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
113						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
114						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
115						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
116						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
117						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
118						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
119						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
120						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
121						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
122						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
123						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
124						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
125						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
126						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
127						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
128						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
129						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
130						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
131						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
132						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
133						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
134						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
135						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
136						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
137						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
138						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
139						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
140						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00

**Common Janitorial Supplies**

1						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
2						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
3						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
4						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
5						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
6						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
7						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
8						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
9						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
10						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
11						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
12						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
13						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
14						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
15						0	0.00					0	0.00					0	0.00	0.00	0.00	0.00

**Office Equipment and Accessories**

1						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
4						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
5						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
6						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
7						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
8						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
9						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
10						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
11						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
12						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
13						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
14						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
15						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

**Office Supplies**

1						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
4						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
5						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
6						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
7						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
8						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
9						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
10						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
11						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
12						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
13						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
14						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
15						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

**Audio and visual presentation and composing equipment**

1	52161505-TV-S01	SMART Television				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
2	52161520-MC-M01	Microphone				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
3	52161512-SP-K01	Speakers				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
4	32101514-AM-P01	Amplifier				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
5	52161517-EQ-E01	Equalizer				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
6						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
7						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
8						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
9						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
10						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
11						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
12						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
13						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
14						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

15						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
<b>Photographic or filming or video equipment</b>																								
1	46171615-HD-C01	HD Camera				0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
2	45121504-DS-C01	DSLR Camera				0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
3	45121516-VH-C01	HD Video Camera				0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
4	45121506-VC-C01	Video Conference Equipment				0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
5						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
6						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
7						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
8						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
9						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
10						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
11						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
12						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
13						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
14						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
15						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
<b>Cleaning Equipment and Supplies</b>																								
1						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
2						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
3						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
4						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
5						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
6						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
7						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
8						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
9						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
10						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
11						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
12						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
13						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
14						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
15						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
<b>Paper Materials and Products</b>																								
1						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
2						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
3						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
4						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
5						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
6						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
7						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
8						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
9						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
10						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
11						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
12						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00

13						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
14						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
15						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00

**Lighting and fixtures and accessories**

1	39112102-LB-B01	LED bulb				0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
2						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
3						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
4						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
5						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
6						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
7						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
8						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
9						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
10						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
11						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
12						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
13						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00

**Electrical equipment and components and supplies**

1						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
2						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
3						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
4						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
5						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
6						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
7						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
8						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
9						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00

10						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
11						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
12						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
13						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
14						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
15						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00

**Computer Supplies**

1						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
2						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
3						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
4						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
6						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
7						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
8						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
9						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
10						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
11						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
12						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
13						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
14						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
15						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00

**Common ICT Equipment**

1	43212104-PI-M01	PRINTER, Inkjet, Monochrome				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
2	43212104-PI-C01	PRINTER, Inkjet, Color				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
3	43212105-PP-001	Portable Printer				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
4	43211509-AT-001	Android Tablet				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
5	43222610-HS-001	Hub/Switches				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
6	43222609-NR-001	Network Routers				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
7	43222640-WA-P01	Wireless Access Point				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
8	43211711-SF-001	Scanner, Flatbed				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
9	45111601-WP-P01	Wireless Pointing Device / Laser Pointer				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
10	81112306-MF-P01	Multi Function PRINTER				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
11	39121011-UP-S01	UNINTERRUPTIBLE POWER SUPPLY (UPS)				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
12	43191501-MP-001	Mobile Phone				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
13	43211711-SC-D01	Scanner, Colored, Double sided, feeder type				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
14						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
15						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
16						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
17						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
18						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
19						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
20						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
21						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
22						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
23						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
24						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
25						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
26						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
27						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
28						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00
29						0	0.00				0	0.00				0	0.00			0.00	0.00	0.00



OTHER SOFTWARE																				
1									0	0.00						0	0.00	0.00	0.00	0.00
2									0	0.00						0	0.00	0.00	0.00	0.00
3									0	0.00						0	0.00	0.00	0.00	0.00
4									0	0.00						0	0.00	0.00	0.00	0.00
5									0	0.00						0	0.00	0.00	0.00	0.00
6									0	0.00						0	0.00	0.00	0.00	0.00
7									0	0.00						0	0.00	0.00	0.00	0.00
8									0	0.00						0	0.00	0.00	0.00	0.00
9									0	0.00						0	0.00	0.00	0.00	0.00
10									0	0.00						0	0.00	0.00	0.00	0.00
11									0	0.00						0	0.00	0.00	0.00	0.00
12									0	0.00						0	0.00	0.00	0.00	0.00

Consumables																				
1									0	0.00						0	0.00	0.00	0.00	0.00
2									0	0.00						0	0.00	0.00	0.00	0.00
3									0	0.00						0	0.00	0.00	0.00	0.00
4									0	0.00						0	0.00	0.00	0.00	0.00
5									0	0.00						0	0.00	0.00	0.00	0.00
6									0	0.00						0	0.00	0.00	0.00	0.00
7									0	0.00						0	0.00	0.00	0.00	0.00
8									0	0.00						0	0.00	0.00	0.00	0.00
9									0	0.00						0	0.00	0.00	0.00	0.00
10									0	0.00						0	0.00	0.00	0.00	0.00
11									0	0.00						0	0.00	0.00	0.00	0.00
12									0	0.00						0	0.00	0.00	0.00	0.00
13									0	0.00						0	0.00	0.00	0.00	0.00
14									0	0.00						0	0.00	0.00	0.00	0.00
15									0	0.00						0	0.00	0.00	0.00	0.00

Other Categories																				
1	53121601-GB-001	GO BAG, for disaster relief, rescue operations							0	0.00						0	0.00	0.00	0.00	0.00
2	60104701-SP-001	Solar Panel							0	0.00						0	0.00	0.00	0.00	0.00
3	46161604-LV-L01	Life Vest / Life Jacket							0	0.00						0	0.00	0.00	0.00	0.00
4	26111607-CC-S01	Charge Controller and DC Inverter for Solar Panel							0	0.00						0	0.00	0.00	0.00	0.00
5	46181502-BF-V01	Bullet proof vest							0	0.00						0	0.00	0.00	0.00	0.00
6	25172502-WW-001	Wheels, (type of vehicle)							0	0.00						0	0.00	0.00	0.00	0.00
7	40161513-FF-001	Fuel Filters							0	0.00						0	0.00	0.00	0.00	0.00
8	48101710-DW-F01	Drinking Water/ Fountain							0	0.00						0	0.00	0.00	0.00	0.00
9	26111729-AB-001	Auto Battery							0	0.00						0	0.00	0.00	0.00	0.00
10									0	0.00						0	0.00	0.00	0.00	0.00
11									0	0.00						0	0.00	0.00	0.00	0.00
12									0	0.00						0	0.00	0.00	0.00	0.00
13									0	0.00						0	0.00	0.00	0.00	0.00
14									0	0.00						0	0.00	0.00	0.00	0.00
15									0	0.00						0	0.00	0.00	0.00	0.00
16									0	0.00						0	0.00	0.00	0.00	0.00
17									0	0.00						0	0.00	0.00	0.00	0.00
18									0	0.00						0	0.00	0.00	0.00	0.00
19									0	0.00						0	0.00	0.00	0.00	0.00
20									0	0.00						0	0.00	0.00	0.00	0.00
21									0	0.00						0	0.00	0.00	0.00	0.00
22									0	0.00						0	0.00	0.00	0.00	0.00
23									0	0.00						0	0.00	0.00	0.00	0.00

<b>A. TOTAL</b>																				<b>P</b>	<b>4,850,742.59</b>	
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																					<b>P</b>	<b>485,074.26</b>
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If</b>																					<b>P</b>	<b>-</b>
<b>D. GRAND TOTAL (A + B+ C)</b>																					<b>P</b>	<b>5,335,816.85</b>
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b>																					<b>P</b>	<b>-</b>
<b>F. MONTHLY CASH REQUIREMENTS</b>																					<b>P</b>	<b>-</b>
G.1 Available at Procurement Service Stores									1,647,425.87													1,904,705.36
G.2 Other Items not available at PS but regularly purchased from other sources									2,423,662.95													2,946,037.23
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>									<b>4,071,088.82</b>													<b>4,850,742.59</b>

\*Agency must put the monthly requirement for air tickets both local and international.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:  
MA. JULIANA A. TORBIO  
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:  
Jeanette Cornella  
 Accountant / Local Budget Officer

Approved by:  
RAJ DONN L. CEDEÑO  
 Head of Office/Agency

Date Prepared: \_\_\_\_\_